

TERMS OF REFERENCE (TOR)
PROCUREMENT SPECIALIST (PFMU)

Background:

A Public Financial Management Unit (PFMU) has been established in the Finance Department, to implement Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program. It is a five-year program funded by International Bank for Reconstruction and Development (IBRD) – World Bank Group, with objectives to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the province as well as to promote coherent PFM systems. The PFMU is responsible for day to day Program management in collaboration with other implementing agencies including BOR, E&T Department, PRA. PFMU will work as coordination and implementation Unit and facilitate the FD and Tax Collecting Agencies in implementing the reforms envisaged under PRIDE Program, as it is a multi-sectoral program which is complex in nature and requires a strong coordination and backstopping mechanism for execution of Program activities.

Key project management functions assigned to PFMU include:

1. Act as the main agency responsible for implementation of the project, as well as for delegated tasks on behalf of F.D.
2. All aspects of financial management and disbursement for the Project.
3. Liaising with the Bank;
4. Liaise and coordinate with provincial departments;
5. Monitoring implementation progress towards achievement of the DLIs;
6. Track the DLIs;
7. Maintain project related baseline information;
8. Provide progress reports to the Steering Committee, GoPunjab and the World Bank
9. Formulation of TOR/ RFP, in consultation with implementing agencies for hiring of consultants under the project.
10. Procuring independent consultancies for program interventions and ensuring quality of deliverables.
11. Development and Implementation of Program Communication Strategy
12. Arrange for Third Party Validation of Program Interventions and achievements.

Objectives:

The unit (PFMU) will be staffed with individual consultants/ sector specialists, and headed by a Unit Head, having expertise in the area of PFM. Among other consultants, services of a Procurement Specialist are also to be engaged who will;

Main Responsibilities:

- i) Assist and provide support to the Head PFMU in disposing off his day to day functions and report to him on all official matters.
- ii) The specialist will Lead Punjab Government's efforts for establishing an e-procurement system for the Government to increase efficiency of procurements by the Government. This will include but will not be limited to:

- Develop/review PC-1 for establishment of E-procurement system in Punjab;
- Work with PITB to develop/customize e-procurement software;
- Help pilot e-procurement system;
- Evaluate the pilot and identify issues/ weakness in the system;
- Work with PITB to remove the issues in the procurement system;
- Work with line departments to plan the roll out of procurement system to all department of the Government;
- Roll out e-procurement system to all departments of the Government of the Punjab;
- Arrange training course/certifications for procurement related staff of line departments to enable them to use system of e-procurement.
- Work with IFMIS Expert to link Government's procurement and IFMIS to gradually move towards electronic payments to vendors/ suppliers.

Qualification & Experience:

- Minimum 16 years education in Business Administration / Finance / Economics/Public Administration/LLM from a reputed Foreign University or HEC recognized institutions
- Post qualification relevant professional experience of 10 years in procurement planning and undertaking large and complex procurements. Experience of developing E-Procurement Information Systems and modules in public sector or international development agencies will be preferred.
- Candidate must possess effective communication skills